

APR 1 1954

MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT : Overstaffing for Purposes of Processing and Entering
Individuals on Duty with the Agency

REFERENCE : Proposal of PRDS, subject as above

1. Reference proposal was briefly discussed by PRDS with staff members of the Division several weeks ago, but no formal document has been presented for our concurrence prior to this time.

2. Our recommendation on the procedures involved were presented during the previous discussion with PRDS and consist of substituting the following paragraph for Paragraph 2 (a) of the PRDS proposal:

"2. Procedures: Multiple-incumbency of IA'ble Positions in DD/I.

a. Processing of Personnel Actions.

- (1) Request for Personnel Action, SF-52, will be prepared in accordance with normal procedures except that the position number will consist of the basic number of the IA'ble position followed by the digits .99. This will identify the action as involving a temporary identical additional position.

Example

| | |
|-------------|-------------------------------|
| T/O Listing | Intel. Officer GS-132-9 B8 |
| | Intel. Officer GS-132-9 B8.01 |

| | |
|--------------------------------------|------------------------------|
| Temporary IA Actions (any number) | Intel Officer GS-132-9 B8.99 |
|--------------------------------------|------------------------------|

- (2) The action will be processed routinely without referral to CWD unless position has been flagged. Position Control will establish Service Record Card for the employee and Identification Strip for the Temporary IA position. These will be filed immediately following the last regular IA T/O position, bearing the same basic position number in the organizational unit concerned. Upon each such position being vacated, identification strip will be removed, thereby automatically cancelling the temporary position.

- (3) Temporary IA positions thus established will not appear on the regular T/O. However, the names of personnel encumbering these positions will be grouped by each basic position number on the Quarterly T/O listing under the heading "Unassigned Personnel" which follows the regular T/O. The digits .99 will readily identify personnel in "temporary IA" status, and the T/O run will include data as to name, occupational code and grade.
- (4) When regular T/O positions become available for encumbrance by personnel occupying temporary positions IA to them, Office of Personnel will shift such personnel to the regular T/O position by initiating SF 50 or equivalent. Since only the position number is involved, no need exists for SF-52 to be initiated by operating office and subsequent detailed processing to be done.

3. The above procedures require no T/O changes to be made.

4. It is recommended that the Comptroller be made aware of the practices contemplated inasmuch as budgetary complications might develop unless appropriate controls are maintained.



Chief, Classification and Wage Division

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